



**BUDGET, FINANCE & AUDIT COMMITTEE  
UNA FOUNDATION**

*Thursday, August 11, 2022, 4:00 - 5:00 p.m.*

*Via Zoom*

**AGENDA**

- I. Welcome.....Cathy Miller '83, *Chair*
- II. Review of Prior Meeting Minutes..... Cathy Miller
- III. Review of Development Goals..... Kevin Haslam
- IV. Review of Foundation Financial Statements.....Gwen Patrick
- V. Fiscal Year 2023 Budget..... Kevin Haslam

**MEMBERS**

<i>Cathy Miller '83, Chair</i>	<i>Kyle Buchanan</i>	<i>Kevin Haslam (ex-officio)</i>
<i>Mike Washburn '82, Vice Chair</i>	<i>Graham Sisson '87</i>	<i>Evan Thornton '15 (ex-officio)</i>
<i>Larry Bowser</i>	<i>Matthew Schmitz '00</i>	<i>Lucy Trousdale '89</i>
	<i>Andy Whitt</i>	

*Gwen Patrick '83, Staff Liaison*

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**ARTICLE V, Section 2**

The UNA Vice President for University Advancement/Executive Director and the UNA Vice President for Business and Financial Affairs/Treasurer shall serve as staff to the Committee. The Budget, Finance and Audit Committee shall submit for approval to the Board of Directors its recommendations as to an annual budget for the UNA Foundation. The Committee shall review the annual audit (in preliminary and final forms) of the Foundation prepared by the independent auditing firm then servicing the Foundation, shall present the annual audit report to the Executive Committee and the Board of Directors for approval and shall recommend to the Executive Committee and Board of Directors such other policies as it deems necessary and appropriate to assure the prudent oversight of the business and financial affairs of the Foundation. The Chair of this committee also serves as Treasurer of the Foundation Board of Directors and of the Board's Executive Committee.



University of  
NORTH ALABAMA  
FOUNDATION

**MINUTES  
BUDGET, FINANCE AND AUDIT COMMITTEE  
UNA FOUNDATION**

*Wednesday, March 2, 2022 4:00 p.m. to 5:00 p.m.*

*Via Zoom*

Present: Chair Cathy Miller, Matthew Schmitz, Larry Bowser, Lucy Trousdale, Kyle Buchanan, Evan Thornton (ex-officio) and Foundation Executive Director Kevin Haslam (ex-officio).

Not Present: Mike Washburn, Andy Whitt and Graham Sisson

Staff Liaison: Gwen Patrick

The meeting was called to order at 4:01 p.m.

Chair Miller reviewed minutes from the November 12, 2021 Budget, Finance, and Audit Committee meeting. Mr. Bowser made a motion to approve the minutes, Matthew Schmitz provided a second and all members voted in favor.

Chair Miller then introduced Jeremy Blackburn with Mauldin and Jenkins. He proceeded to review The Report to the Board of Directors which lists items that are required to be communicated to the Board. The Report is attached to these minutes. There were no deficiencies or internal control recommendations. He then proceeded to review the Audited Financial Statements. Items mentioned included Pledge Receivables, increase in Investments which resulted from contributions and investment gains, charitable gift annuities. Revenue and Support from Operating and Nonoperating Activities were also discussed and compared to previous years. The profit for the fiscal year ending September 30, 2021 was in excess of \$9.7 million. Mr. Blackburn then reviewed notes that referenced investment assets. Mr. Blackburn explained how CDPA was merged into Mauldin & Jenkins in July 2021 and will continue to serve North Alabama area while having access to the resources of Mauldin & Jenkins. An Engagement Quality Review Member who is a non-profit expert made a secondary review of the Foundation's audit. Matthew Schmitz made a motion to accept the Fiscal Year 2021 Audited Financial Statements, Kyle Buchanan provided a second and all members voted in favor.

Vice President Kevin Haslam briefly reviewed the Development Goals. As of February 17, 2022, \$15,525,440 in new gifts, pledges and planned gifts have been received against a goal of \$6,000,000. A discussion was held regarding Free Will who markets to individuals regarding planned gifts. Matthew Schmitz requested that, if possible and considering constraints of the donor, the board be informed of major gifts. Gwen Patrick then reviewed current Foundation statements as of January 31, 2022.

Vice President Haslam then proceeded to discuss two budget adjustment items. Due to increased revenue mentioned above, he described the need of the Foundation funding a new Development Officer position. Currently, there are two Development Officers and one other that focuses on Foundations and Corporations. A future goal is to have one Development Office attached to each College and Athletics. A total compensation package of \$65,000 to \$85,000 is expected. An industry standard production estimation is \$455,000 to \$616,000. Gwen Patrick then proceeded to present information regarding GiveCampus, a best-in-class fundraising technology built exclusively for schools. The cloud-based software makes online giving easier and more aesthetically pleasing from all devices by reducing friction and offering modern giving options like Apple Pay, Google Pay, Venmo and PayPal in addition to traditional credit cards and bank direct debits. Other users have recorded an increase in giving due to use of the software. Examples of giving pages were displayed. This software will not replace the existing Blackbaud product because we are not about to separate online giving from the rest of the package. The annual cost of the package is \$20,000. After discussion, Matthew Schmitz made a motion to approve both budget adjustments, Kyle Buchanan provided a second and all members voted in favor.

Gwen Patrick began a discussion about options for excess cash currently held in the Foundation's checking account which is earning .26%. Currently, more than \$10 million is being held in the account as the result of recent temporarily restricted donations that are not expected to be expended in the next few years. It was reiterated that the Short Term Investment Fund has daily liquidity and may be withdrawn at any time for any amount. Matthew Schmitz made a motion to transfer \$5 million to the Short Term Investment Account held with SEI Investments, Larry Bowser provided a second and all members voted in favor.

Larry Bowser made a motion to adjourn the meeting at 5:09 p.m.

**UNA FOUNDATION**

Budget vs. Actual

Fiscal Year through June 30, 2022 - Unaudited

	<b>Actual Fiscal YTD</b>	<b>Fiscal Year Budget To Date</b>	<b>Over (Under) Budget</b>
<b>Restricted for University Priorities</b>			
Prior Year's Budget Surplus	<b>140,000.00</b>	<b>140,000.00</b>	
<b>Income</b>			
1830 Fund	<b>103,724.05</b>	120,000.00	(16,275.95)
<b>Expenses</b>			
University Priorities	<b>150,000.00</b>	210,000.00	(60,000.00)
President's Discretionary Fund	<b>40,485.13</b>	50,000.00	(9,514.87)
	<b>190,485.13</b>	<b>260,000.00</b>	<b>(69,514.87)</b>
<b>Net Income for University Priorities</b>	<b>53,238.92</b>	<b>-</b>	<b>53,238.92</b>
<b>Unrestricted</b>			
Prior Year's Budget Surplus	<b>69,150.00</b>	<b>69,150.00</b>	
<b>Income</b>			
Fee on Endowed Funds	<b>275,201.55</b>	356,000.00	(80,798.45)
Fee on Current Use Funds	<b>160,186.53</b>	45,000.00	115,186.53
Interest Income	<b>15,151.53</b>	30,000.00	(14,848.47)
	<b>450,539.61</b>	<b>431,000.00</b>	<b>19,539.61</b>
<b>Expenses</b>			
<b>Fundraising/Cultivation</b>			
Donor Relations	<b>4,502.54</b>	10,000.00	(5,497.46)
Donor Travel and Cultivation	<b>10,227.25</b>	35,000.00	(24,772.75)
Dues, Memberships and Donations	<b>10,237.52</b>	16,000.00	(5,762.48)
Contracted Services	<b>2,376.26</b>	10,000.00	(7,623.74)
Donor Recognition Events	<b>19,176.77</b>	11,000.00	8,176.77
Marketing	<b>107,481.23</b>	109,500.00	(2,018.77)
Staff Development Fees & Travel	<b>6,451.32</b>	20,000.00	(13,548.68)
Other Travel	<b>3,456.68</b>	4,300.00	(843.32)
Alumni Club Development	<b>24,076.73</b>	35,000.00	(10,923.27)
<b>Foundation Operating Expenses</b>			
Supplies	<b>3,502.90</b>	10,000.00	(6,497.10)
Postage, Printing & Copying	<b>19,979.79</b>	29,500.00	(9,520.21)
Audit & Accounting	<b>19,125.00</b>	18,850.00	275.00
Computer & Software Services	<b>95,888.27</b>	92,000.00	3,888.27
Insurance	<b>13,424.24</b>	12,000.00	1,424.24
Bank/Credit Card Fees	<b>21,739.25</b>	12,000.00	9,739.25
<b>General Program Support</b>	<b>10,000.00</b>	75,000.00	(65,000.00)
<b>Total Expenses</b>	<b>371,645.75</b>	<b>500,150.00</b>	<b>(128,504.25)</b>
<b>Net Unrestricted Income</b>	<b>148,043.86</b>	<b>-</b>	<b>148,043.86</b>
<b>Total Net Restricted and Net Unrestricted Income</b>	<b>201,282.78</b>	<b>-</b>	<b>201,282.78</b>

**UNA Foundation**  
**Statement of Financial Position**  
**As of June 30, 2022 (Unaudited)**

	Unrestricted	Restricted	Total
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	567,810.31	4,037,681.74	4,605,492.05
Short Term Investment Account		6,678,811.00	6,678,811.00
Pledges Receivable	9,739.53	475,280.23	485,019.76
Interest Receivable		11,733.65	11,733.65
<b>Total Current Assets</b>	<b>577,549.84</b>	<b>11,203,506.62</b>	<b>11,781,056.46</b>
<b>Long-Term and Fixed Assets</b>			
Restricted Certificates of Deposit		511,042.47	511,042.47
Investments		39,577,887.21	39,577,887.21
Fixed Assets, Net	98,650.00		98,650.00
<b>Total Long-Term and Fixed Assets</b>	<b>98,650.00</b>	<b>40,088,929.68</b>	<b>40,187,579.68</b>
<b>Other Assets</b>			
Cash Surrender Value of Life Insurance	179,023.59		179,023.59
Pledge Receivable - Non Current		748,937.88	748,937.88
<b>Total Other Assets</b>	<b>179,023.59</b>	<b>748,937.88</b>	<b>927,961.47</b>
<b>Total Assets</b>	<b>855,223.43</b>	<b>52,041,374.18</b>	<b>52,896,597.61</b>
<b>Liabilities and Net Assets</b>			
<b>Liabilities</b>			
Accounts Payable	114,730.00	409,940.98	524,670.98
Annuity Obligations		186,872.79	186,872.79
<b>Total Liabilities</b>	<b>114,730.00</b>	<b>596,813.77</b>	<b>711,543.77</b>
<b>Net Assets</b>			
Unrestricted	740,493.43		740,493.43
Restricted		51,444,560.41	51,444,560.41
<b>Total Net Assets</b>	<b>740,493.43</b>	<b>51,444,560.41</b>	<b>52,185,053.84</b>
<b>Total Liabilities and Net Assets</b>	<b>855,223.43</b>	<b>52,041,374.18</b>	<b>52,896,597.61</b>

**UNA Foundation**  
**Statement of Activities**  
**Fiscal Year to Date June 30, 2022 (Unaudited)**

	Unrestricted	Restricted	Fiscal YTD 6/30/2022
<b>Support and Revenue</b>			
<b>Support</b>			
Contributions	103,724.05	12,536,980.07	12,640,704.12
In-Kind Contributions		35,504.32	35,504.32
Other Income	3,826.94	23,886.00	27,712.94
Interest Income	15,151.53	20,534.95	35,686.48
Transfers - Net	424,762.76	(424,762.76)	-
<b>Total Support</b>	<b>547,465.28</b>	<b>12,192,142.58</b>	<b>12,739,607.86</b>
<b>Investment Revenue</b>			
Interest & Dividend Revenue		4,212,076.09	4,212,076.09
Capital Gains (Losses)		32,349.35	32,349.35
Unrealized Gains (Losses)		(9,249,986.10)	(9,249,986.10)
Investment Fees		(132,862.71)	(132,862.71)
<b>Total Investment Revenue</b>		<b>(5,138,423.37)</b>	<b>(5,138,423.37)</b>
<b>Total Support and Revenue</b>	<b>547,465.28</b>	<b>7,053,719.21</b>	<b>7,601,184.49</b>
<b>Expenses</b>			
Supplies	3,502.90	27,160.86	30,663.76
Postage, Printing & Copying	19,989.95	4,732.32	24,722.27
Marketing Expenses	107,481.23		107,481.23
Audit & Accounting	19,125.00		19,125.00
Dues, Memberships & Donations	9,987.52	19,611.57	29,599.09
Contracted Services	2,376.26	117,568.56	119,944.82
Insurance	13,424.24	4,341.40	17,765.64
Fees	21,739.25	1,270.54	23,009.79
Travel	13,683.93	55,429.70	69,113.63
Staff/Faculty Development & Travel	6,451.32	62,107.47	68,558.79
Meetings and Events	22,329.31	76,512.18	98,841.49
Repairs & Maintenance			-
Scholarships		1,064,287.53	1,064,287.53
Facilities Support		386,549.21	386,549.21
Student Support		21,663.55	21,663.55
Program Support	195,485.13	421,037.47	616,522.60
Awards and Stipends		14,272.02	14,272.02
Alumni Club Development/NAA Events	23,868.19	5,487.59	29,355.78
Software & Computer Expense	95,888.27	3,712.13	99,600.40
In-Kind Expense		35,504.32	35,504.32
Pledge Write-Offs		15,000.00	15,000.00
<b>Total Expenses</b>	<b>555,332.50</b>	<b>2,336,248.42</b>	<b>2,891,580.92</b>
<b>Beginning Net Assets</b>	<b>748,360.65</b>	<b>46,727,089.62</b>	<b>47,475,450.27</b>
<b>Net Income (Deficit)</b>	<b>(7,867.22)</b>	<b>4,717,470.79</b>	<b>4,709,603.57</b>
<b>Ending Net Assets</b>	<b>740,493.43</b>	<b>51,444,560.41</b>	<b>52,185,053.84</b>

**UNA FOUNDATION**  
**Proposed Operating Budget**  
**Budget Fiscal Years 2022 - 2023 DRAFT**

	Budget Fiscal Year 2023	Budget Fiscal Year 2022	Change Year Over Year
<b>Restricted for University Priorities</b>			
Prior Year's Budget Surplus		140,000.00	(140,000.00)
<b>Income</b>			
1830 Fund	120,000.00	120,000.00	-
Transfer In from Unrestricted Below	140,000.00		140,000.00
	<b>260,000.00</b>	<b>260,000.00</b>	-
<b>Expenses</b>			
University Priorities	210,000.00	210,000.00	-
President's Discretionary Fund	50,000.00	50,000.00	-
	<b>260,000.00</b>	<b>260,000.00</b>	-
<b>Net Income for University Priorities</b>	-	-	
<b>Unrestricted</b>			
Prior Year's Budget Surplus		69,150.00	(69,150.00)
<b>Income</b>			
Fee on Endowment Funds	600,000.00	356,000.00	244,000.00
Fee on Current Use Funds	125,000.00	45,000.00	80,000.00
Interest Income	12,000.00	30,000.00	(18,000.00)
	<b>737,000.00</b>	<b>431,000.00</b>	<b>306,000.00</b>
<b>Expenses</b>			
<b>Fundraising/Cultivation</b>			
Salary Supplementation	33,500.00	-	33,500.00
Donor Relations	6,000.00	10,000.00	(4,000.00)
Donor Travel and Cultivation	35,000.00	35,000.00	-
Dues, Memberships and Donations	19,000.00	16,000.00	3,000.00
Contracted Services	6,000.00	10,000.00	(4,000.00)
Donor Recognition Events	40,000.00	11,000.00	29,000.00
Marketing and Direct Mail	128,200.00	109,500.00	18,700.00
Staff Development Fees & Travel	20,000.00	20,000.00	-
Other Travel	7,300.00	4,300.00	3,000.00
Alumni Club Development	35,000.00	35,000.00	-
<b>Foundation Operating Expenses</b>			
Supplies	10,000.00	10,000.00	-
Postage, Printing & Copying	25,500.00	29,500.00	(4,000.00)
Audit & Accounting	21,000.00	18,850.00	2,150.00
Computer & Software Services	110,000.00	92,000.00	18,000.00
Insurance	13,500.00	12,000.00	1,500.00
Bank/Credit Card Fees	12,000.00	12,000.00	-
<b>General Program Support</b>	75,000.00	75,000.00	-
Transfer Out to Restricted Above	140,000.00		140,000.00
<b>Total Expenses</b>	<b>737,000.00</b>	<b>500,150.00</b>	<b>236,850.00</b>
<b>Net Unrestricted Income</b>	-	-	
<b>Total Net Restricted and Net Unrestricted Income</b>	-	-	

**Operating Reserve for FY 23: \$857,000 x 1/4 = \$214,250**



## FY22 Development Goals

Percent of Year Elapsed:

84%



10/1/2021

	Goal	\$ Raised This FY to date	As of	% of Goal Reached
Total Dollars:	\$ 6,000,000.00	\$18,625,512.54	8/3/2022	310%
Annual Giving:	\$ 800,000.00	\$933,018.15	8/3/2022	117%

	Goal	Number This FY to date	As of	% of Goal Reached
Unique Donors:	2272	2154	8/3/2022	95%

### Included in Above Totals

1830 Fund Cash:	\$ 120,000.00	\$112,605.85	8/3/2022	94%
1830 Fund Pledges:		\$1,089,250.00	8/3/2022	
Athletics Unrestricted:	\$ -	\$294,649.10	8/3/2022	
	New Planned Gifts	Amount Committed		
Planned Giving:	32	\$7,334,757.02	8/3/2022	